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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
WASHINGTON 25, D. C.

FIELD MEMORANDUM # SCS-1116

RE: Guide for Conducting
Flood Control Operations

May 22, 1946

TO ALL RANKING FIELD OFFICES:

Attached is a guide for conducting Flood Control Operations. It contains material that will be useful to the Field and Washington Office Personnel in carrying out the responsibilities of the Soil Conservation Service in the Flood Control Operations of the Department of Agriculture.

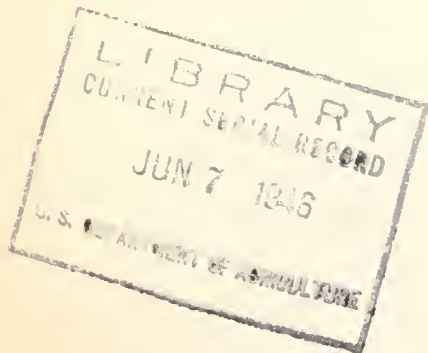
In developing this guide, it has been necessary to work with interested agencies of the Department and the Secretary's Office. It conforms to commitments made to the Bureau of the Budget and with Congressional Authorizations. Within these limits we have tried to keep procedures simple. It is our desire to utilize existing procedures and forms in Flood Control Operations wherever possible, rather than set up new ones.

Because this program is new, we have issued this material in the form of a guide. Particularly during the early stages it is necessary that there be very close collaboration between the Washington, Regional, State, Work Group, and Work Unit personnel.

The principles of this guide should be followed in conducting Preliminary Examinations and Surveys and conducting a Flood Control Operations Program.



H. H. Bennett,
Chief



UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
WASHINGTON 25, D. C.

GUIDE

FOR CARRYING OUT THE RESPONSIBILITIES ASSIGNED TO THE
SOIL CONSERVATION SERVICE IN CONNECTION WITH THE FLOOD
CONTROL PROGRAM OF THE DEPARTMENT OF AGRICULTURE

TABLE OF CONTENTS

	<u>Part</u>
Step Outline	1
Basic Principles for Conducting Preliminary Examinations and Surveys	2
Outline for Preparing Watershed Flood Control Work Plans . .	3
Procedure to be Used in Working Through Soil Conservation Districts	4
Supplemental Memorandum of Understanding with Soil Conservation Districts for Carrying Out Flood Control Operations	5

PART 1

STEPS IN PLANNING AND OPERATING THE FLOOD CONTROL PROGRAM

- I. The Secretary of Agriculture is authorized by Congress to make preliminary examinations and surveys for flood control in specific watersheds. (For watersheds not authorized by Congress, local groups make their wishes known to representatives in Congress which has sole authority to authorize the inclusion of watersheds in the flood control program.)
- II. Investigations
 - A. Preliminary Examinations
 1. Washington Office informs Regional Office of watersheds approved by Congress. The Washington Office will inform the Regional Office of agency responsibility for making the examination and survey as soon as such determination is made.
 2. Regional Office prepares statement of priority and cost estimates for preliminary examinations and transmits it to Washington Office.
 3. Washington Office prepares recommendations for program based on regional statements and transmits it to Secretary's Office.
 4. Secretary's Office determines number and priority of preliminary examinations, prepares national program of preliminary examinations based on recommendations of Soil Conservation Service and Forest Service, and presents it with cost estimates to Bureau of the Budget for Congress.
 5. When funds have been appropriated by Congress, Secretary's Office makes allocations to Soil Conservation Service and Forest Service.
 6. Washington Office notifies Regional Office of areas approved, priorities, and allocation of funds.
 7. Region makes preliminary examination of watershed, prepares report, and transmits it to Washington. (On preliminary examinations for which Soil Conservation Service has responsibility, contact will be maintained with Forest Service in accordance with principles established by the Secretary's Office.)
 8. Washington Office reviews report and transmits it to Secretary's Office.
 9. If report is favorable, the area is included by Secretary's Office in list of watersheds to receive surveys.

10. If report is unfavorable, it is submitted to Congress.

B. Surveys

1. Regional Office prepares statement of priorities and estimates of cost for surveys in approved watersheds where preliminary examinations have been favorable, and transmits it to Washington
2. Washington Office reviews these, prepares recommendations for a program based on regional statements and transmits it to Secretary's Office.
3. Secretary's Office determines number and priorities of surveys, prepares national program based on recommendations of Soil Conservation Service and Forest Service, and presents it with cost estimates to Bureau of the Budget for Congress.
4. When funds have been appropriated by Congress, Secretary's Office makes allocations to Soil Conservation Service and Forest Service.
5. Washington Office notifies Regional Office of approved program of surveys and funds allocated.
6. Region makes survey on the basis of an approved work outline, prepares a report, and transmits it to Washington. (Through-out survey close contact will be maintained with Forest Service in accordance with principles established by the Secretary's Office.)
7. Washington Office reviews report and transmits it with recommendations to Secretary's Office which submits it to Congress through the Bureau of the Budget.
8. Washington Office notifies Regional Office when Congressional action is taken.

III. Operations

When funds have been appropriated by Congress for flood control and subsequently allocated to Soil Conservation Service for preparation of work plans, the Washington Office notifies regional offices of their respective allocations and work begins on the planning stage.

A. Flood Control Work Plans

1. A flood control work plan is used in the field to provide the pattern of water management in the interest of flood control for a group of farms on a natural watershed basis. It is used in preparing flood control-conservation farm plans and designs for other water control measures. Also, it is used to indicate that part of the watershed program

from which flood benefits are to be derived and to serve as a guide for any related work undertaken by the Service in the watershed. Six copies are sent to Washington on or before budget requests are made for the operations indicated by the plan.

B. Steps after completion of flood control work plan

1. Regional Office prepares lump sum budget estimates with supporting narrative justification for work to be done, based on the flood control work plan, and transmits it to Washington over a year previous to the fiscal year in which work is to begin. The estimates of needs submitted on May 1 of each year are for use in preparing the Service's flood control budget estimates for the fiscal year beginning the second succeeding July 1. *
2. Washington Office reviews work plan and budget estimates and makes recommendations to Secretary's Office.
3. Secretary's Office prepares an estimate based on recommendations of Soil Conservation Service and Forest Service to carry out an operations program and submits it to Congress through the Bureau of the Budget.
4. When Congress has appropriated funds, Secretary's Office allots funds to Soil Conservation Service and Forest Service.
5. Washington Office notifies Regional Office of allotment of funds for operations.
6. Region conducts works of improvement in accordance with flood control work plans.

* Funds for works of improvement for the 1947 fiscal year were requested in February, 1946.

PART 2

BASIC PRINCIPLES FOR CONDUCTING PRELIMINARY EXAMINATIONS AND SURVEYS

The basic principles to be followed in conducting Preliminary Examinations and Surveys have been agreed upon for a uniform Department policy and procedure. Detailed instructions and outlines for this phase of the Flood Control Program are now being developed by the Soil Conservation Service, Forest Service, and the Secretary's Office. This material will be sent to each Regional Office as soon as it is available. The following is a brief summary of the principles.

PRELIMINARY EXAMINATIONS IN THE INTEREST OF FLOOD CONTROL

The purpose or objective of making preliminary examinations is to determine, for individual authorized watersheds, whether a remedial program of water-flow retardation and soil erosion prevention in the interest of flood control appears to be sufficiently feasible to warrant further investigation, thus indicating whether a flood control survey should be undertaken.

The investigation for a preliminary examination is of a reconnaissance nature with the data ordinarily being obtained from a brief field examination, discussion with farmers and other interested parties, and readily available secondary information, such as reports and maps already prepared. To a large degree the recommendations are based on judgment of qualified technicians.

If circumstances are such that an unfavorable preliminary examination report is prepared for submission to Congress for consideration, in lieu of a survey report, it should be based on sufficient information to support the recommendation.

The report on the preliminary examination will be used in Washington as the basis for establishing priorities and as a source of information for answering inquiries until data from the survey are available. Preliminary examination reports, although based on reconnaissance investigations, should be uniform in presentation.

WATERSHED SURVEYS IN THE INTEREST OF FLOOD CONTROL

The primary purpose of flood control surveys is to serve as a basis for determining the cost and benefits from a program of run-off and waterflow retardation and soil erosion prevention in the interest of flood control.

Survey responsibility will be assigned either to the Soil Conservation Service or the Forest Service. The bureau to which it is assigned will have complete responsibility for conducting the survey and preparing the report on

watershed. For surveys which have been assigned to the Forest Service, that agency will look to the Soil Conservation Service to collect data and make recommendations for treatment of all lands in the watershed administered by the Soil Conservation Service and for treatment of farm and ranch lands. When the Soil Conservation Service has responsibility for a watershed survey, it will look to the Forest Service to collect data and make recommendations for treatment of national forest and other lands in the watershed administered by the Forest Service and for treatment of ranch lands adjacent to national forests and used in conjunction with such forests and for treatment of other forest lands.

While the primary purpose of the survey is the determination of the relation of benefits to costs, other factors must be investigated to permit this determination. The survey includes investigations of the characteristics of the watershed; its land use and agriculture; its rainfall, intensity of rainfall, and flood history and estimation of flood damages; determination of general recommendations for a treatment program to retard run-off and reduce soil erosion and sedimentation; and estimates of the cost of the program and the benefits to be derived therefrom. Some investigation should usually be made to determine the extent to which necessary adjustment would disrupt present farming and other economic conditions, and the attitudes or customs that might facilitate or retard cooperation and acceptance of the necessary adjustments.

Estimates of the extent of treatment necessary and the cost of such treatment, and of the extent of damages and the benefits to be derived from the recommended program will be based largely on samples rather than on complete inventories. While this method will not furnish all the detail needed in planning a program of waterflow retardation and soil erosion prevention on the watershed, carefully selected samples by the use of proper sampling techniques will yield results from which sufficiently accurate estimates of costs and damages can be made. Items concerning the extent of and plan of treatment and works will be procured in more detail for subwatersheds, tributaries, and minor watersheds in the subsequent planning stage during the preparation of work plans.

The survey report will be carefully worked out as it must pass the technical review of the concerned bureaus of the Department, and other Federal and State agencies. While it must be prepared with care, it should be in no greater detail than is necessary to present the principal facts on which the recommendations are based and the justification for undertaking the recommended program.

PART 3

OUTLINE FOR PREPARING WATERSHED FLOOD CONTROL WORK PLANS

Purpose and Scope of Flood Control Work Plan

The Flood Control Work Plan has two objectives: first, to provide a basis for integrating work to be carried out in the interest of "run-off and waterflow retardation and soil erosion prevention" with other soil and water conservation activities in the watershed; and second, to provide Service personnel with facts and characteristics on water problems and plans for abatement of flood damages for use in planning and coordinating flood control - conservation plans for individual or group farms.

A skeleton work plan should be prepared for the entire watershed, with work plans for sub-watersheds or minor watersheds being completed as a unit when funds for operations are in sight. The work plan for each unit should serve as a definite guide for the "blueprint and operations" stage of the program. It should indicate what the watershed treatment measures should consist of and where they should be installed or carried out.

The development of a sound and practical work plan requires that appropriate consideration be given to each of the many land and water problems which exert an influence on the specific problems to be solved. Therefore, it is essential to determine the relative importance of the various factors involved in solving the problems and to select the significant ones for consideration. To assist regional personnel in this work and for the sake of uniformity throughout the Service, the outline to be followed in preparing a work plan is given. The essential steps in developing the work plan are also listed, showing the significant factors to be considered in each step. The list of factors should be considered as suggestive and should not necessarily be followed in detail, as it is obvious that more subject matter has been included than would be found applicable to any one watershed. However, each factor should be considered from the standpoint of applicability; the amount of consideration should depend on its significance in relation to the problem in the particular watershed to be investigated.

Outline for Flood Control Work Plan

- I. Purpose and Scope of Flood Control Work Plan
- II. Consideration of Water and Land
 - A. Water in Flood Control
 - B. Land in Flood Control
- III. Recommendations
 - A. Land and Water Treatments
 - B. Designating areas for operations
 - C. Estimated amount of work by minor watersheds

- D. Distribution of costs to Federal, farmer, and other
- E. Projecting desirable progress of operations to realize the objectives directed by Congress
- F. Maintenance of works

Essential Steps and Check List in Preparing Flood Control Work Plan

Consideration of Water and Land for Flood Control (II of Outline)

- A. Water in flood control
("...waterflow retardation in aid of flood control")
 - 1. Review existing data
 - a. Flood survey report and appendix
 - b. Soil conservation districts' work to date
 - c. Reports and maps of War Department, Corps of Engineers
 - d. Reports and maps of Bureau of Reclamation, Department of the Interior
 - e. Reports and maps of others:
 - (1) Highway departments
 - (2) State conservation departments
 - (3) Drainage districts
 - (4) Irrigation districts
 - (5) Conservation survey
 - (6) U. S. Geological Survey
 - (7) Aerial photographs
 - (8) Pipe line company maps
 - (9) Other
 - f. Stream gaging records
 - g. Study other programs under way or proposed for part or all of the watershed
 - 2. Field examinations
 - a. Reconnaissance to delimit zones producing most flood damage -
sources of high run-off above areas of delineated damage
 - (1) General watershed reconnaissance
 - (a) Aerial views
 - (b) Soil conservation surveys and available soil surveys
 - (c) On foot inspections
 - 3. Preparation of base maps
 - a. Outline zones producing most flood damage for which accurate base maps are desired
 - b. Field mapping to establish ground control
 - c. Construction of planimetric map
 - d. Reproduction of planimetric base maps for field use

4. Divide entire watershed into:
 - a. Sub-watersheds
 - (1) Tributaries to the sub-watershed
 - (a) Minor watersheds within the tributaries
 - b. Tributaries not draining into sub-watersheds
 - c. Areas where very special treatments may be called for, such as use of special dams or waterflow checks, in areas of accelerated geologic erosion, and excessively saline and severely eroded, unusually poor areas.
5. Develop standard nomenclature to establish identity of each minor watershed and each minor watershed structure
6. Gather sufficient data to estimate peak flood flows in each minor watershed and cumulative peak flood flows in the tributaries and sub-watersheds
 - a. Hydrology
 - b. Topography
 - c. Soils
 - d. Vegetative cover
 - e. Soil conservation practices and measures
7. For the delimited zones producing most flood damage (see A 2), gather sufficient data in each minor watershed to determine approximate location of structures for water and sediment control. Provide maximum storage and minimum discharge consistent with sites available and water uses for other purposes such as irrigation.
 - a. Intensity, frequency, amount of discharge (run-off)
 - b. Determine characteristics of flood flows as they proceed downstream or "routing" of floods, studying dams in series in each minor watershed
 - c. Recommendation for approximate location, type, and size of each structure (including sediment storage for sufficient period to amortize structure)
8. Integrate effects of controlled flood flows from each minor watershed to the tributaries, to the sub-watersheds, to the entire watershed
 - a. Rate and duration of discharge from each minor watershed
 - b. Times of concentration of discharge from the component minor watersheds
9. Consider need for additional flood retardation and other water control measures at points of concentration in the tributaries

10. Consider effects of major drainage improvements in the watershed
 - a. Rehabilitation or construction of ditches
 - b. Clearing of stream channels
 - c. Sedimentation basins
 - d. Special installations or plantings for special areas
(mentioned under A 4 c)
 11. Consider need for and effects of irrigation improvements in the watershed
 12. Consider effect of improvements planned by the War Department
 13. Consider effect of improvements planned by highway departments, particularly bridge and culvert openings
 14. Consider results of pertinent research
- B. Land in flood control
("...soil erosion prevention in aid of flood control")
1. Review existing data
 - a. Flood survey reports and appendix
 - b. Conservation survey reports
 - c. Soil conservation districts' work to date
 - d. Reports of others:
 - (1) County land use planning committee and similar reports
 - e. Maps
 - (1) Conservation survey
 - (2) Aerial photographs
 - f. County records (where consideration is being given to public acquisition of land as being necessary to secure required control)
 - (1) Land values - transactions
 - (2) Indebtedness
 - (3) Tax delinquency
 - (4) County financial status
 - (a) Road and school districts
 - (b) Special assessment projects
 - g. Study other programs under way or proposed for part or all of the watershed
 2. Field examinations
 - a. Reconnaissance to delimit zones producing most flood and sediment damage - source of heaviest soil losses with regard to

place of disposal of eroded material, the damage it causes, and the effect on capacity of channels for flood discharge

- (1) General land reconnaissance
 - (a) Aerial views
 - (b) Soil conservation surveys
 - (c) On-the-ground inspections
3. Use same minor watersheds and nomenclature as in A 4 and 5
4. In the delimited zones producing the most flood and sediment damage (heaviest soil losses see B 2), prepare a generalized land capability map for each minor watershed, also a map of channel erosion and major gullies
 - a. Conservation surveys data (see B 1 b)
 - b. Reconnaissance survey (see B 2)
5. Gather necessary data to prepare recommendations for remedial work based on land capabilities and need for channel and gully erosion control which will give for each class of land:
 - a. Land use (cropland, hayland, pasture, woodland, wildlife land)
 - b. Crop rotations and soil treatment
 - c. Channel control
 - d. Other conservation practices
 - e. Special treatment for special areas (see A 4 c)
6. Develop standards and guides for conservation practices
7. In the zones producing the most flood run-off and sediment production, plan the water retention and disposal system (general - not detail) for each minor watershed guided by following criteria:
 - a. Correlate the location of water and sediment control structures planned under A 4 - 13
 - b. Select practices such as contour furrows, level and graded terraces, diversions, grassed waterways and terrace outlets consistent, insofar as possible, with land recommendations, standards, and guides (B 5 and 6)
 - c. Plan the best system to fit the lay of the land rather than individual farm boundaries
 - d. Practicability - System planned must be one which district co-operators will adopt, bearing in mind the assistance which should be furnished from flood control funds in addition to usual technical assistance. (In other words, these plans should generally be of direct use later at group meetings and in preparing individual plans.)

NOTE: It will be necessary to do this on a sufficient number of minor watersheds to establish the pattern for every type of condition encountered.

8. Land acquisition and development

a. Justification for public ownership

- (1) Survey report
- (2) Field examination and reconnaissance
- (3) County and other local information (see B 1 f)

b. Use of land if and when acquired

c. Effect of development of publicly-owned lands in land treatment on privately-owned lands

Recommendations (III of Outline)

A. Land and water treatments

1. Prepare maps, tabulations, and narrative showing what water and sediment control structures and land treatments are needed and where they should be installed and applied

- a. In line with pattern of land use, crop rotations, soil treatments, channel and gully erosion control, water retention, and disposal systems
- b. In line with pattern of water control

2. Designate conservation practices, kind and amount, which make a direct contribution to the Flood Control Program and which should receive assistance from flood control funds - for application

B. Designating areas for operations

1. Priority for beginning operations for land treatments and conservation practices by minor watersheds properly related to soil conservation districts
2. Priority for beginning operations for water and sediment control structures by minor watersheds properly related to soil conservation districts
3. Priority of areas for public acquisition

C. Estimated amount of work by minor watersheds

1. Measures justified for both conservation and flood control
2. Measures justified entirely for flood control

D. Distribution of costs to Federal, farmer, and others

1. Water and sediment control structures
2. Water retention and disposal systems

3. Channel improvements

4. Farm planning and land treatments

5. Land purchase

NOTE: Estimates should be broken down also to show amount of work in each watershed located within the respective districts

E. Projecting desirable progress of operations to realize the objectives directed by Congress

F. Maintenance of works

1. Group action

2. Individual action

3. Federal

PART 4

PROCEDURES TO BE USED IN WORKING THROUGH SOIL CONSERVATION DISTRICTS

Flood control operations may be conducted in soil conservation districts, and in other organized bodies that have legal authority to perform work necessary for carrying out and maintaining a program of run-off and water-flow retardation, soil erosion prevention and reduction of sedimentation. The types of districts include soil conservation districts, wind erosion conservation districts, flood control districts, grazing districts, grass conservation districts, irrigation districts, drainage districts and any other organized bodies with which the Service is cooperating.

The Regional Conservator, upon authorization by the Chief, will determine when a flood control work plan of the watershed will be prepared by the Service except where the watershed crosses regional boundaries, in which case the Chief will make this determination.

The outline for a flood control work plan and the essential steps to follow in preparing it are contained in Part 3 of this guide. A flood control work plan, prepared in accordance with this outline will show, in addition to the proposed flood control improvements in a given area, the supporting land treatment needed for erosion control. Flood control funds will be secured to finance the operations of the Service in accordance with Congressional authorization for necessary land treatments that are designated for flood control in a flood control work plan.

While a flood control work plan is being prepared, the district conservationist should frequently discuss it with the governing body of the conservation district. The relationship of the district work plan and the flood control work plan should be clearly established in the course of this discussion. The district governing body should be encouraged to revise its program and work plan when necessary to adequately coordinate it and the flood control work plan and adopt that portion of the flood control work plan that is applicable in their district. It is essential that all assistance given districts by the Soil Conservation Service be closely integrated to insure efficient and effective operations in carrying out a conservation program embodying (1) soil and water conservation, and (2) flood control operations within the same area.

Technicians of the Washington Office will be available on request by the Regional Chief of Operations, insofar as possible, to help regional and field personnel in the preparation of flood control work plans. The assistance of Washington technicians will bring to bear on local flood control problems the knowledge and experience gained from operations throughout the nation and will be helpful in preparing flood control work plans that will conform to legislative authorizations, budgetary limitations, and national policies.

When a flood control work plan is prepared with assistance of Washington and regional technicians and with consultation of district governing

bodies and other public agencies having specific knowledge of the watershed, there should be no question of formal "approval" of such plan in either the Washington or regional offices. However, the following material should be submitted to the Washington Office in addition to the copies required in the Regional Office: (a) a copy of the revised district program and work plan (if any is prepared), (b) six copies of the flood control work plan. The flood control work plan will form a general guide as to the amount of work that can be carried out in any one fiscal year in a district. Within the framework of the flood control work plan an annual budget estimate will be prepared of the work to be done each year.

Flood control is an integral part of Service work and the existing organization as provided in Field Memorandum 1061 and described in "Basic Policies and Functions of the Soil Conservation Service" dated August, 1945 will be utilized.

Service Assistance to be Made Available to the District

Service assistance to be made available to districts may include technical personnel and such clerical and sub-professional help together with transportation, working space, and equipment as may be necessary to facilitate their operations, labor, field and construction equipment and materials. The kinds and amounts of this assistance will be determined on the basis of schedules related to the flood control work plan. Equipment purchased with flood control funds may be made available only on a loan basis and according to current Service policies and procedures for making equipment available to districts. In those cases where it is agreed by the Service and the District to be necessary for the Service to construct certain works for the District, the Service may arrange for such construction by either force account or contract, whichever is more practicable. Instructions governing these arrangements will be found in the Administrative Services Handbook (22280) and supplemental instructions.

Development of Flood Control Conservation Farm or Ranch Plans and Group Enterprises

Individual flood control conservation farm and ranch plans shall be developed in accordance with a supplemental memorandum of understanding for flood control between the Service and the district and by procedures agreed upon with district governing bodies. Such plans should be in line with regional technical standards and within Service policy for form and content. Each plan should show clearly the flood control conservation work to be done on each individual farm or ranch, where it is to be done, by whom, and approximately when it is to be done. Responsibilities should be clearly fixed by each plan for its application and maintenance.

Flood control improvements that cover more than one farm or ranch, (as for example 5 miles of dyke) should be treated as group enterprises and handled according to the principles of Field Memorandum 1100 and supporting instructions. In some cases of group enterprises completed or under construction (drainage, irrigation, or erosion control) it may be necessary to carry out flood control operations involving all or a part of the same group. In such cases, an additional working agreement or amendment to the existing working agreement should be made.

After the flood control work plan has been prepared, the work unit conservationist should familiarize himself with it. In assisting farmers and ranchers to develop flood control conservation plans, he should take account of the group enterprises that affect each farm or ranch.

In districts which have been in operation for some time, farmer-district cooperative agreements may be in effect, where the conservation plan does not include improvements for flood control. In those instances where the flood control work plan calls for improvements not contemplated at the time the farmer-district agreement was signed, the agreement should be amended and the conservation plans revised to include the necessary additional flood control features. Determinations as to the cost of applying these additional flood control features in an amended agreement will be based upon the flood control work plan in the same measure as work planned under new farmer-district agreements.

While maintenance of applied conservation measures is of the utmost importance in any well conceived conservation program, the maintenance of flood control improvements may be the difference between success and failure of a whole system of critical structures. For this reason, it is important that each flood control conservation farm or ranch plan or working agreement indicate where responsibilities are fixed for maintenance of the improvements applied.

Allotment of Funds for Flood Control

Allocation of funds for flood control operations will be made by the Washington Office to the regions which in turn will allot funds to state offices by watersheds. Budgeting and accounting work will be handled in accordance with instructions contained in the Washington and Regional Budget and Finance Handbooks and supplemental instructions.

Records and Reports Required in Flood Control Operations

(To be confined to approved flood control operations watersheds)

Records of time distribution and accomplishments in flood control conservation will be kept in the manner currently used. The state office, with the help of regional personnel, will make a separation semiannually of accomplishments and time distribution within each District resulting from the use of funds available under the Flood Control Acts and those available under the Soil Conservation Act of 1935. The same forms and instructions currently employed by the Service in districts should be used.

Reports should contain all important accomplishments for both flood control and regular work. It may be necessary in some districts to increase the number of practices reported in order to show flood control work. The flood control practices to be reported (as well as other practices reported) should be given careful consideration by regional and state offices.

Flood Control Supplemental Memorandum of Understanding

When the district program and work plan have been developed to include those additional flood control activities needed within the district, and when the district governing body has requested Soil Conservation Service assistance in carrying out flood control operations, the flood control supplemental memorandum should be presented to them for consideration. (See sample in Part 5)

When a flood control supplemental memorandum has been executed by the district governing body, procedures customary for handling supplemental memoranda of understanding will be followed.

Acquisition of Land

Acquisition of land by the Service under the flood control program is not contemplated in the immediate future. Procedures for this activity are being developed and will be added to this guide before an acquisition program is undertaken.

PART 5

(Note: - For reference only, do not include in Supplemental when prepared for signatures. This form for Supplemental has been cleared with the Office of the Solicitor and the Office of the Secretary, in accordance with the Secretary's Statement dated September, 1940)

Flood Control

SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING
between the

SOIL CONSERVATION DISTRICT
STATE OF _____

and the
SOIL CONSERVATION SERVICE
UNITED STATES DEPARTMENT OF AGRICULTURE

Statement of Purpose

The _____ Soil Conservation District of _____, and the Secretary of Agriculture, United States Department of Agriculture, have entered into a Memorandum of Understanding, which was signed by the Secretary on the _____ day of _____, 19____. That Memorandum provides a basis upon which agencies of the Department may cooperate with and furnish aid to the District.

The Flood Control Act of 1944 (58 Stat. 887) authorizes the United States Department of Agriculture to prosecute works of improvement for runoff and waterflow retardation and soil-erosion prevention in aid of flood control, hereinafter called flood control, on the _____ watershed, hereinafter called the watershed, substantially in accordance with the program recommended in the survey report designated as House Document Numbered _____, _____ Congress, _____ Session. The Secretary of Agriculture has directed the Soil Conservation Service to carry out all or a portion of the work of the Department on the watershed.

The District, lying wholly or partly within the watershed, has developed its program and work plan to include provisions for flood control work applicable within the District and consistent with the watershed flood control work plan provided the District by the Service. Since the authorized flood control work in the watershed will be furthered by cooperation

between the District and the Soil Conservation Service, the District and the Service enter into this Supplemental Memorandum of Understanding.

A. What the Service Will Do

1. Make available to the District the services of such personnel, equipment, or equipment usage, materials, and labor as are needed and available for planning and constructing or applying flood control works and measures, together with the clerical assistance, transportation, and facilities which such personnel may require. Where agreed by the Service and the District to be necessary, certain of the works may be constructed by the Service for the District.
2. Acquire, develop, and manage, or arrange for the management of, such land as may be designated for acquisition through the Soil Conservation Service insofar as necessary clearances are obtained and resources are available.
3. Make available the assistance herein provided for in accordance with schedules to be supplied to the District by the Service within a reasonable time after this Supplemental Memorandum of Understanding becomes effective, and at least annually thereafter on or before July 31, for the period ending June 30 of the following calendar year. These schedules may be changed from time to time if the Service deems a change necessary, but, before making a change, the Service will consult the governing body of the District. Need for assistance will be determined mutually by the Service and the District; its availability will be determined by the Service.

B. What the District Will Do

1. Promote all reasonable works and measures for flood control within the District.
2. Enlist the cooperation and assistance of landowners and operators and

of public instrumentalities and agencies in order to further the accomplishment of flood control objectives within the District.

3. Make available to landowners and operators within the District, individually or in groups, such services, materials, and equipment as are available for use in carrying on flood control operations.

4. Plan, and construct or apply, all flood control works or measures for which the District is to be responsible, or make the necessary arrangements therefor.

5. Operate and maintain all flood control structural works for which the District is to be responsible, or arrange for the operation and maintenance thereof.

6. Acquire such easements, rights-of-way or other interests in land as may be necessary for the construction of all flood control structural works to be operated and maintained by the District, or arrange for the acquisition thereof.

7. Maintain all field equipment made available by the Service in connection with flood control work in good operating condition, and, prior to the delivery of any such equipment, submit a plan for the use thereof to the District Conservationist; permit inspection of such equipment at any reasonable time by the District Conservationist or other employees of the Service; and return any such equipment loaned to the District (a) upon termination of this Supplemental Memorandum of Understanding, (b) after thirty (30) days' written notice by the Service to the governing body of the District, asking for the return of the equipment, (c) after thirty (30) days' written notice by the District to the Service, expressing a desire to return the equipment, or (d) at any time mutually agreed upon in writing.

8. Keep records, make reports, and give receipts for materials and equipment made available pursuant to this Supplemental Memorandum of Understanding.

C. It is Further Understood

1. The effective use of public resources for flood control work involves many activities which may be classified into three classes, namely, planning, construction or application, and maintenance.
2. Service personnel and facilities will be under the supervision of the Service. The headquarters of such personnel will be at such places as the Service, after consulting the District, determines the work can be most effectively carried on. Service personnel will assist the District (1) in helping land owners and operators to prepare flood control conservation plans for farms and other units of land; (2) in aiding land owners and operators to construct and apply flood control works and measures; (3) in developing methods for maintenance of flood control works and measures; and (4) in other related activities.
3. To assure successful operation and maintenance, the District will make inspections as frequently as necessary, at least annually, and will arrange for representatives of the Service to make inspections at reasonable times.
4. In helping to construct and apply flood control works and measures, or to operate and maintain them, the District will utilize the assistance made available by the Service only (a) for authorized flood control activities within the watershed, (b) on land under a cooperative or working agreement with the District, the form of which will be acceptable to the Service, or (c) on land owned or leased by the District. The Service, through the District Conservationist, will keep the District currently informed with respect to activities for which Service assistance is authorized.
5. This Supplemental Memorandum of Understanding will be subject to all of

the provisions of the Memorandum of Understanding mentioned in the first paragraph hereof except those relating to termination, and such applicable provisions will continue in effect notwithstanding the termination of that Memorandum of Understanding.

6. This Supplemental Memorandum of Understanding will become effective upon its execution and may be terminated or modified by mutual agreement of the parties hereto.

_____ Soil Conservation District

By _____
Chairman, District Governing Body

Date _____, 194_____

The signing of this Supplemental Memorandum of Understanding on behalf of the District was authorized by a resolution of the District Governing Body adopted at a meeting held on _____, 194_____.

Secretary, District Governing Body

Date _____, 194_____

H. H. Bennett, Chief
Soil Conservation Service
United States Department of Agriculture

By _____
Regional Conservator, Soil Conservation
Service

Date _____, 194_____

